

To: WIB Directors
WIB Fiscal Agents
WIB Chairs
DWD Policy and Planning Division
DWD Monitoring Unit
DWD Fiscal Unit
FSSA/Division of Family and Children

From: Mark Hollman
Director, Lifelong Learning Institute

Date: December 20, 2001

Subj: Upcoming Learning Opportunity:
**Fiscal and Administrative Systems Monitoring
for WIA/WtW Programs**

The Lifelong Learning Institute (LLI) is pleased to announce an upcoming learning opportunity offered through its partnership with the Indiana University School of Continuing Studies.

Fiscal and Administrative Systems Monitoring for WIA/WtW Programs

Why you should attend this two-day training session:

This two-day course provides training the provisions of administering WIA/WtW programs and the oversight requirements of WIA and other federally funded programs. Multiple training methods will be used to address this technical subject matter.

Topics will include:

- Financial monitoring requirements; what's included, what's excluded?
- Distinction between monitoring and A-133 audits.
- Developing monitoring tools.
 - Content and use of desk and on-site reviews.
- Financial monitoring approaches.
 - Financial systems reviews.
 - Testing and sampling methods.
 - What to include and exclude.
- One Stop resource sharing reviews.
 - One-Stop system.
 - What to monitor.
 - Results of monitoring and impact on One-Stop operations and partner organizations.
 - Possible tools and relationship to organizational monitoring.
- Grant Management Monitoring.
 - Systems reviews.
 - Testing and sampling methods.
 - What to include, what to exclude.
- Conducting the Review/Writing Reports.
 - Time frames, report formats, corrective action plans and resolution of findings.
- Using monitoring results.

Program Information:

- **Date:** February 13-14, 2002
- **Time:** 8:30 am Registration
9:00 am - 4:00 pm Training
- **Trainer:** Judi Fisher
- **Location:** Indiana Community Action Association
1845 West 18th Street
Indianapolis, IN
- **Cost:** \$ 210

Continuing Education Units:

This program will provide 1.2 Continuing Education Units (CEUs) and is eligible for 12 hours of Continuing Education Hours for Public Accountants and Certified Public Accountants.

Who Should Attend?

Those involved with monitoring WIA/WtW programs, staff who work with monitors or prepare information for monitoring visits, and fiscal managers and fiscal staff.

NOTE: Please share this announcement with others who might benefit from this training.

About Your Seminar Leader:

Judi Fisher has had extensive experience in all aspects of financial management, audit resolution and grant management. Fisher began her career working with program planning, design and operations, and the implementation of a statewide MIS system for the State of South Carolina. Much of her career has been working at the federal level for the Department of Labor, Employment and Training Administration, in the office of the Comptroller. She worked in both the Boston Regional Office and the National Office in Washington, D.C., where she served as supervisor for the JTPA Fiscal Policy. In 1995, she left the federal arena and established The Fisher Company to provide training and technical assistance to the employment and training community.

To Register: (*Registration deadline February 1, 2002*)

- Fill out the registration form. Please print clearly to assure accuracy on certificate.
- DWD Staff: Submit through normal SDO process.
- Other attendees: A check or purchase order must accompany your registration form.
- Refunds will not be granted. A colleague may attend in your place.
- We reserve the right to cancel should enrollments not meet required numbers.

➤ Send registrations to:

Carol Bland
IU School of Continuing Studies
Owen Hall 304
790 E. Kirkwood Avenue
Bloomington, IN 47405-7101

To enroll by phone or FAX, you must pay by credit card.
FAX: 812-855-8997 / Phone: 812-855-5031

For more information on the Lifelong Learning Institute, Indiana University-School of Continuing Studies Partnership and training opportunities, contact Mark Hollman at 317-233-4009

(mhollman@dwd.state.in.us) or Karen Burnett, IU School of Continuing Studies at 317-278-0612 (kburnett@iupui.edu).

LLI/SCS Registration Form

Course Title: Fiscal and Administrative Systems Monitoring for WIA/WtW Programs

Date: February 13-14, 2002

Your Name: _____

Organization: _____

Job Title/Scope: _____

Work Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ E-mail: _____

I am

- ☐ a DWD employee
- ☐ an FSSA/DFC employee FSSA/DFC Employee ICES Worker ID _____
- ☐ other

Social Security # _____

Your ss# is required to comply with the tax reporting requirements of the 1997 Taxpayer Relief Act. If you do not want to claim education tax credit, or if your employer is paying for this training, write "Decline" on the line above.

Payment Method

Fee: \$ 210

Check or money order enclosed. Make payable to *Indiana University*.

- ☐ Purchase Order # _____ Contact Person _____
- ☐ Master Card
- ☐ Visa
- ☐ Discover

Account # _____ Expiration Date _____

Signature _____

Enroll by fax: 812-855-8997

Enroll by phone: 812-855-5031

Mail or fax this form to: **Carol Bland**

**IU School of Continuing Studies
790 East Kirkwood Avenue Owen Hall 304
Bloomington, IN 47405-7101**

**Thank you. Your registration will be confirmed by e-mail.
If you need special assistance, please contact us.**